

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division
FROM : Acting Chief, Supply Branch
SUBJECT: Monthly Report - April 1950

DATE: 2 May 1950

1. In conjunction with Chief, General Services Branch, appropriate action has been taken to renovate the third floor of the Building for occupancy by personnel of the Communications Division. Notification will be forwarded your office when the space is available for occupancy. 25X1A6a

2. A complete list of all agency vehicles and accessories installed therein has been forwarded to the Audit Group, Services Division for reconciliation.

3. The following proposed procedures have been forwarded to your office during the past month.

a. "Services Obtainable Through PBS For Field Offices" which will ultimately be incorporated in the CIA agency manual.

b. "Procedures For Requisitioning, Procuring, Receiving and Payment For Books Required by CIA Library" as recommended by the Ad Hoc Committee covering book acquisitions. This procedure will be discussed with representatives of the Fiscal and Library Divisions at a meeting to be held in your office on 2 May 1950.

c. "Disposal of Obsolete and Excess Library Material"; to be discussed with representatives of Library Division at a meeting to be held in your office on 2 May 1950.

d. "Inspection of Unserviceable Property Prior to Transfer to Stock" which was coordinated with the Audit Group, Services Division and is presently in effect. This procedure has resulted in a substantial monetary saving to the government and it is believed will further benefit the operations of the Storage and Issue Section by eliminating a number of excess moves of property to stock.

e. "Procedure Covering Submission of Reports Reflecting Monetary Value of Books Within CIA" was forwarded to Library Division. The initial report requested under the prescribed

-2-

procedure will be submitted on or about the end of the present fiscal year and will be reported each fiscal year thereafter.

4. Final approval has been granted to procure approximately 650 typewriters for replacement of obsolete and unserviceable machines presently in use. The replacement program will be accomplished during the ensuing month.

5. Final disposition, as prescribed in accordance with existing regulations, has been taken to dispose of excess personal, real and installed property to the Weather Bureau. Such property, which was formerly utilized by the [REDACTED] land, was transferred on 12 April 1950.

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25X1A9a

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13

Volume:

Procurement Section

1. Requisitions

25X1A1a

Total number received.....
Pending bids, clearances, etc.....
Held without action.....
Total number of requisitions completed.....

2. Purchase Orders

Prepared and issued.....
Total amount expended.....
Printing and Binding Estimates & Petty Cash.....
Total expenditures.....

Contract Section

1. Contracts completed

Supply.....2
Service..... 0
Lease..... 0

2. Amendments to Contracts completed

Supply..... 3
Service..... 1
Lease..... 2

3. Contracts pending

Supply..... 0
Service..... 5
Lease..... 1

4. Amendments to contracts pending

Supply..... 0
Service..... 5
Lease..... 2

5. PBS Agreements completed

Supply..... 1
Service..... 0
Lease..... 0

6. Total authorized obligations..

Storage and Issue Section

25X1A1a

1. Requisitions

Received during month.....
Completed.....
Pending.....

Account No. 2 - Office Supplies.....
Account No. 3 - Office Equipment.....
Account No. 5 - Medical Supply Account.....
Account No. 6 - General Supplies.....
Account No. 8 - Surplus Property Account.....

2. Cargo and Domestic Shipments

Requests.....
Shipments accomplished.....
Total weight shipped.....
Total number of cases shipped.....

3. Miscellaneous

Moving and relocation of equipment in CIA building
Number of job orders.....
Man-hours required.....

4. Identification Control Records

Postings to records.....
Inventories Processed.....

5. Typewriters Maintenance and Repairs

Requisitions received during month.....
Requisitions completed during month.....
Number of requisitions on hand.....
Overhaul and shop work.....
Service calls.....
Total number of machines repaired.....
Estimated dollar value of all work.....

6. Furniture Repairs

Service calls.....
Shop repairs.....
Estimated dollar value.....